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**Civic House Employment Application**

Date: Department: VPUL–Civic House

Social Security Number: PennCard Number:

Name: First Middle Initial Last

Race: Ethnicity:

Date of Birth: Marital Status:

Graduation Year:

Major(s): Minor(s):

Are you eligible for work-study during the academic year?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Current Address:**

Street/Apartment:

City: State: Zip Code:

Home Phone: Cell Phone:

**Permanent Home Address:**

Street/Apartment:

City: State: Zip Code:

Country:

Home Phone: Cell Phone:

**Emergency Contact Information:**

Name : Relationship:

Phone where this person can be reached while you are at work:

Visa (if relevant): Visa Expiration Date: Country:

**Application Questions**

1. Why are you interested in the Program Assistant position at Civic House? What about the position appeals to you?
2. What skills, experiences and/or passions specific to this job do you bring?
3. Describe a meaningful community engagement experience that you have be a part of. What made it meaningful for you?
4. Please chose one of the below pieces of the Civic House Social Justice Framework that resonates with you. What does it mean for you? Why is it important to you?

**Civic House Social Justice Framework**

* Exploration of self-awareness and identity, including addressing issues of privilege, oppression, and power
* Exploration of root causes of social issues including an analysis of intersecting injustices on individual, organizational, and institutional levels
* Engagement in praxis – cycles of action and critical reflection meant to enhance learning and critical thinking and lead to thoughtful action
* Exploration of different approaches to achieving justice
* Emphasis on mutually beneficial collaborations with community members
* Emphasis on supporting individuals, organizations and communities most impacted by injustices

***Please complete this application by filling out the Available Hours Sheet on the next page.***

**Name: ­**  **email:**

*Total number of hours you would like to work each week:*

The calendar below indicates the times that Civic House is open and in need of work-study coverage. Please indicate your availability (to the best of your knowledge) in the spaces below in the following manner:

|  |  |  |
| --- | --- | --- |
| * **Not available** or **NA**(meaning you cannot work these times)
 | * **Least preferred** or **LP**(available but prefer not to work)
 | * **Most Preferred** or **MP**(available and prefer to work)
 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| 9-10 am |  |  |  |  |  |  |
| 10-11 am |  |  |  |  |  |  |
| 11-12 noon |  |  |  |  |  |  |
| 12-1 pm |  |  |  |  |  |  |
| 1-2 pm |  |  |  |  |  |  |
| 2-3 pm |  |  |  |  |  |  |
| 3-4 pm |  |  |  |  |  |  |
| 4-5 pm |  |  |  |  |  |  |
| 5-6 pm |  |  |  |  |  |  |
| 6-7 pm |  |  |  |  |  |  |
| 7-8 pm |  |  |  |  |  |  |
| 8-9 pm |  |  |  |  |  |  |
| 9-10 pm |  |  |  |  |  |  |
| 10-11 pm |  |  |  |  |  |  |